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Commission Administrator 47308  
Secretary of Transportation 47316  
Chief of Staff 47316  
Assistant Secretary, Eng. & Reg. Operations 47316  
Assistant Secretary, Finance & Administration 47400  
Chief Accounting Services 47400  
Director, Administrative Services 47408  
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Region Administrator, Eastern Region  
Region Administrator, North Central Region  
Region Administrator, Northwest Region NB82-132  
Region Administrator, Olympic Region 47440  
Region Administrator, South Central Region  
Region Administrator, Southwest Region S15  
Senior Assistant Attorney General 40113  
State Auditor 40046  
FHWA 40943

Publication Title	Publication Number
Work Zone Safety and Mobility Secretary's Executive Order	E 1001.01
Originating Organization	
Secretary of Transportation	

#### Remarks and Instructions

#### **Revised Secretary's Executive Order Attached**

Work Zone Safety Executive Order E 1001.00, dated May 27, 1997, is superseded by this Secretary's Executive Order. Work Zone Policy Statement P 2002.00, dated May 27, 1997, is rescinded and replaced by this Secretary's Executive Order.

#### **What Has Changed**

This Secretary's Executive Order was completely rewritten and direction given to carry out this Order to specific organizations and the regions. This Order provides the central focus for the department's work zone program and is the primary compliance element for new federal regulations on work zone safety and mobility. The formatting has been updated to current standards for directional documents.

#### **Keep Employees Informed**

Please inform employees in your organization that this document is available on the Intranet at <http://wwwi.wa.gov/docs>. Please provide copies to those employees who do not have e-mail or Intranet access, or post copies on major bulletin boards.

#### **For More Information**

For more information please contact Frank Newboles by email [NewbolF@wsdot@wa.gov](mailto:NewbolF@wsdot@wa.gov) or telephone (360) 705-7392.

Distributed By Paula Hammond Chief of Staff	Phone Number (360) 705-7027	Signature
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Secretary of Transportation

## **Work Zone Safety and Mobility**

### **I. Introduction**

#### **A. Purpose**

At the Washington State Department of Transportation (WSDOT), safe and efficient work zones are an essential part of our mission to plan, design, construct, maintain, and operate a fully functional highway system. Transportation workers and travelers need a safe and effective work zone environment while maintaining mobility through work zones. Effective work zone safety and mobility strategies minimize traffic delays and provide a safe environment in which to work and drive.

#### **B. Supersession**

Work Zone Safety Executive Order E 1001.00 dated May 27, 1997 is superseded by this Secretary's Executive Order.

Work Zone Policy Statement number P 2002.00, dated May 27, 1997, is rescinded and replaced by this Secretary's Executive Order.

#### **C. Changes**

The formatting is updated. Divisions receive specific direction.

### **II. Executive Order**

All WSDOT employees are directed to make the safety of workers and the traveling public our highest priority during roadway design, construction, maintenance, and related activities. In addition:

Program managers are responsible to ensure that this Secretary's Executive Order is implemented through the applicable standards and guidance documents and in partnership with the Washington Division Office of the Federal Highway Administration.

The WSDOT Work Zone Safety Task Force will support this Secretary's Executive Order through ongoing oversight and expertise on work zone issues of statewide significance.

### **III. Information to Carry Out This Secretary's Executive Order**

A systematic process to identify, consider, and manage all work zone impacts will be addressed within the appropriate program areas:

#### **A. Strategic Planning and Programming**

During the development of Route Studies, Route Development Plans and the Highway System Plan, Strategic Planning and Programming will identify projects that may have significant work-zone impacts based on project scope and location, as well as consideration and coordination of related projects, corridor, and regional impacts. The project description must clearly indicate the need for subsequent project development activities to determine potential work-zone impacts and develop appropriate Transportation Management Plans and adjustments to the project cost estimate as needed.

#### **B. Environmental and Engineering**

During the design and construction stages of the project, the Design and Construction programs in Environmental and Engineering Programs must incorporate procedures to identify and address work zone impacts.

1. These procedures must be based on specific engineering solutions developed through:
  - Work zone training;
  - Traffic analysis;
  - Strategy development;
  - Design techniques;
  - Plans, specifications, and estimates development;
  - Work zone implementation, inspection, and review;
  - Work zone impacts assessment; and
  - Transportation Management Plans.
2. Manuals and specifications must provide guidance to ensure proper attention to individual work zone issues.
3. The project development process must track key work zone requirements at appropriate project milestones.
4. A process to assess work zone performance must be conducted.

**C. Maintenance and Operations**

1. Maintenance and Operations Division must incorporate procedures to address work zone impacts in a manner consistent with this policy. The specific safety and mobility needs of all work operations must be addressed through:
  - Work zone training,
  - Safety equipment,
  - Work operations and methods safety reviews,
  - Direction and guidance in the *Work Zone Traffic Control Guidelines* M 54-44 and MUTCD,
  - Work hour mobility analysis.
2. The Traffic Office provides work zone expertise and supports the identified programs in the development of work zone standards and guidance.

**D. Communications Office**

The Communications Office provides expertise in the development and implementation of work zone public information plans.

**E. Regions**

The Regions will implement this policy by integrating the previously stated procedures and direction into the appropriate program responsibilities. Region managers must ensure that an appropriate level of attention and resources are applied to all related functions that plan, develop, implement or otherwise facilitate safety and mobility in highway work zones.

**F. Contact Information**

For more information, please contact Frank Newboles in the Maintenance and Operations Division, Traffic Office, telephone 360-705-7392, MS 47344, email NewbolF@wsdot.wa.gov.

**IV. References**

- [Federal Regulations 23 CFR Part 630 Subpart J](#)
- [Federal Highway Administration FHWA Part VI of the \*Manual on Uniform Traffic Control Devices\* \(MUTCD\)](#)

- [Washington Administrative Code WAC 296-155-305, Construction Standards](#)
- [ANSI/ISEA 107-1999, American National Standard for High-Visibility Safety Apparel](#)
- [WSDOT Construction Manual M 41-01](#)
- [WSDOT Design Manual M 22-01](#)
- [WSDOT Maintenance Manual M 51-01](#)
- [WSDOT Maintenance and Operations Plan 2005-2015](#)
- [WSDOT Safety Procedures & Guidelines Manual M 75-01](#)
- [WSDOT Standard Specifications for Road, Bridge and Municipal Construction Manual M 41-10](#)
- [WSDOT Traffic Manual M 51-02](#)
- [WSDOT Work Zone Traffic Control Guidelines M 54-44](#)



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#### Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats for people with disabilities by calling:

- Office of Equal Opportunity (OEO) at (360) 705-7097.
- Persons who are deaf, hard of hearing, or speech disabled may contact OEO through the Washington Relay Service at 7-1-1.